**DCU Disciplinary Appeals Committee**

**Submission of an appeal against a decision of the Disciplinary Committee**

**Before completing this form, please read the Student Code of Conduct and Discipline and the Disciplinary Appeals Committee Terms of Reference.**

**Please submit the completed form to the Vice-President for Academic Affairs, Albert College, DCU Glasnevin campus or by email to Helen.Coleman@dcu.ie, as an attachment to an e-mail, within the timeframe specified in the Disciplinary Appeals Committee Terms of Reference.**

**Section A – Details of the Appellant**

First name Surname

Telephone number E-mail address

Home address

Study address

(Please indicate address(es) as appropriate)

Student ID number

**Section B – Details of the Decision being Appealed**

Date of the hearing of the Disciplinary Committee

Reference number

Decision of the Disciplinary Committee (i.e. the decision that is being appealed)

**Section C – Grounds for Appeal (Disciplinary Appeals Committee Terms of Reference, section 3)**

*(tick the relevant box(es))*

That there is new evidence or evidence which was, for good cause, not

presented to the Disciplinary Committee which might reasonably have

resulted in a different decision [ ]

That there were procedural irregularities (including administrative error)

such as might give rise to reasonable doubt as to whether the

Disciplinary Committee would have reached the same decision had they

not occurred [ ]

That the findings of the Disciplinary Committee do not warrant the

resolution that there was a breach of discipline as charged [ ]

That the penalty imposed by the Disciplinary Committee was

unreasonable having regard to all the circumstances of the case [ ]

**Section D – Evidence for submission to the Disciplinary Appeals Committee (i.e. evidence not**

 **made available to the Disciplinary Committee)**

Is evidence being submitted? Yes [ ] No [ ]

If yes, describe the evidence.

If yes, specify why the evidence was not made available to the Disciplinary Committee.

If yes, provide the evidence. If it is in electronic form, please e-mail it along with this form. If it is not in electronic form, please submit it to the Vice-President for Academic Affairs, Albert College, DCU Glasnevin campus or indicate where it may be accessed.

If relevant, the names and contact telephone number of any witnesses who can, and are willing to, corroborate the evidence should be indicated.

**Section E – Statement to Support Appeal**

Provide a concise statement to support the appeal.

**Signature of appellant[[1]](#footnote-1)**

…………………………………………………………..

**Date on which appeal submitted**

1. Electronic, if possible. If not possible, the form should be submitted in hard copy as well as electronically and should include a written signature. [↑](#footnote-ref-1)